



Department of Purchasing
Donald R. Riley, CPPB, Procurement Specialist

REQUEST FOR QUOTE NUMBER:		17RFQ01022017-DRR
WILL BE RECEIVED UNTIL		JANUARY 20, 2017
		3:00 p.m. EST
DESCRIPTION: Audio Equipment @ Merle Manders Community Center Site Visit January 12, 2017 @ 1PM		
Return to: Donald R. Riley, CPPB, Procurement Specialist City of Stockbridge – Purchasing Department 4640 N. Henry Boulevard Stockbridge, Georgia 30281		
ANY QUESTIONS REGARDING PURCHASING PROCEDURES OR THE SPECIFICATIONS SHOULD BE ADDRESSED <u>ONLY</u> TO THE PROCUREMENT SPECIALIST LISTED BELOW. BIDDERS MAY NOT HAVE CONTACT WITH CITY OFFICERS, ELECTED OFFICIALS OR CITY EMPLOYEES REGARDING THIS BID PRIOR TO AWARD OF PURCHASE ORDER. VIOLATION OF THIS INSTRUCTION WILL RESULT IN YOUR BID BEING FOUND NON-RESPONSIVE. LAST DAY FOR QUESTIONS January 13, 2017 @ 3:00 P.M. EST.		
CONTACT NAME: Donald R. Riley, CPPB	E-Mail Address : DRiley@CityofStockbridge-ga.gov	Telephone Number: (770) 389-7912 (fax only)
All information requested on this sheet must be completed. The signature block and related information on each quote sheet must also be completed. Unless specifications indicate “NO SUBSTITUTE”, items determined by City of Stockbridge to be “EQUAL OR BETTER” will be given full consideration. All prices QUOTED must be “FOB DELIVERED” unless otherwise requested, and must be submitted in the format requested. The City reserves the right to cancel the solicitation and to reject any or all quotes in whole or in part and is not bound to accept any quote if rejection of that quote is determined to be contrary to the best interest of the City.		
Company Name:		
Company Address:		
City	State	Zip Code
Telephone Number:	Fax Number:	E-Mail Address:
RESPONSES MUST BE DELIVERED/EMAILED TO THE PURCHASING OFFICE BY THE DATE INDICATED.		
Person submitting QUOTE: (Please Print)		Date
Title		
*Signature of the person submitting QUOTE:		
<small>*This person has binding authority to sign contracts on behalf of the responding company. By signing this form and all attachments, vendor agrees that their quote is an offer to sell. All bidders shall comply with all City of Stockbridge purchasing laws, policies, and procedures, as well as relevant state and federal laws— including compliance with EEOC hiring guidelines and requirements under the Americans with Disabilities Act.</small>		

NO BID: ☐

REASON: _____



Department of Purchasing

Donald R. Riley, CPPB, Procurement Specialist

REQUEST FOR E-QUOTE SPECIFICATIONS AUDIO EQUIPMENT & ACCESSORIES @ MERLE MANDERS COMMUNITY CENTER GENERAL SERVICES DEPARTMENT

1. DESCRIPTION

The City of Stockbridge Finance Department Division is soliciting quotes from all qualified Contractors to provide all necessary equipment, labor, material, apparatuses and all things necessary for the installation of audio equipment at the Merle Manders Community Center which is located at 111 Davis Road, Stockbridge, Georgia 30281 for the General Services Department.

2. CONTACT PERSON

Please contact Donald R. Riley, CPPB, Purchasing Specialist, by e-mail at DRiley@cityofstockbridge-ga.gov or fax me at (770) 389-7912 only, with any procedural or technical questions. All questions should be submitted in writing to the Purchasing contact person via email only. No phone calls will be accepted. Any responses made by the City will be provided in writing to all Bidders by addendum. No verbal responses shall be authoritative. All quotes are to be emailed directly to DRILEY@CITYOFSTOCKBRIDGE-GA.GOV ONLY.

PRE-BID CONFERENCE (NON MANDATORY) Date: **JANUARY 12, 2017**

Time: 1:00 P.M. EST
Location: 111 Davis Road
 Stockbridge, Georgia 30281

Inquiries regarding the solicitation either technical or otherwise may be submitted in writing prior to the pre-bid conference and will be addressed; however, will be responded to in the form of an addendum with the City's official response.

Any additional questions asked at the Pre-Bid Conference must be submitted in written form at the Pre-Bid conference and will be responded to in the form of an addendum with the City's official responses.

The Pre-Bid Conference will be conducted for the purpose of explaining the City's bid process, the specifications/technical documents, and to provide non-binding verbal responses to questions concerning these quote specifications and to discuss issues from the Respondents perspective. However, no verbal response provided at the Pre-Bid Conference binds the City. Only those responses to written questions that are responded to by the City in written communications will be official.

3. TERM OF AGREEMENT

This procurement is for a one (1) time purchase of goods.

4. PRODUCT/SERVICE SPECIFICATIONS

Audio Equipment & Accessories for the Merle Manders Conference Center.

Location: Merle Manders Conference Center located at 111 Davis Road, Stockbridge, Georgia 30281

The City of Stockbridge Finance Department – Purchasing Division is soliciting quotes from all qualified Contractors to provide all necessary equipment, labor, materials and apparatus necessary to perform installation and set-up of audio equipment at the Merle Manders Conference Center located at 111 Davis Road, Stockbridge, Georgia 30281.

The successful Contractor must provide the following services:

- 4.1. Studio Mixer (12-16 channel) - portable inside & outside);
- 4.2. One (1) Receiver (Denon AVR-S720W or greater)
- 4.3. Two (2) cordless microphones (Behringer ULM100USB or greater);
- 4.4. Two (2) microphones stands;
- 4.5. Four (4) speaker (Klipsch R-15PM) mounted in corners of building;
- 4.6. One (1) Center channel speaker;
- 4.7. Two (2) subwoofer (Klipsch R12W or greater)
- 4.8. Completed with wiring harness for the system or a wireless system;
- 4.9. Two (2) JBL (VP7210/95DP or greater) speakers that are portable;
- 4.10. Two (2) speaker stands;
- 4.11. One (1) complete CD/i-pod, Mp3 player deck for audio cart;
- 4.12. The pricing sheets indicate only probable items intended for procurement. The City of Stockbridge reserves the right to limit the procurement only to the items actually required during the award period; and
- 4.13. All materials and supplies requested by the Department must be of commercial/professional-grade, quality/support along with all any warranty information.

5. PRICING SHEETS

LINE	DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL PRICE
1	Studio Mixer (12 – 16 channels) - portable inside & outside	1	\$ _____	\$ _____
2	cordless microphones Behringer ULM100USB equal to or greater	2	\$ _____	\$ _____
3	Microphones stands	2	\$ _____	\$ _____
4	Receiver (Denon AVR-S720W equal to or greater)	1	\$ _____	\$ _____
5	Speaker (Klipsch R-15PM equal to or greater)	4	\$ _____	\$ _____
6	Center Channel Speaker (RP-450C equal to or greater)	1	\$ _____	\$ _____
7	Subwoofer speaker (Klipsch R12W or greater)	2	\$ _____	\$ _____
8	Portable speakers JBL VP7210/95DP equal to or greater	2	\$ _____	\$ _____
9	Speaker Stands	2	\$ _____	\$ _____
10	CD/i-pod, Mp3 player deck for audio cart	1	\$ _____	\$ _____
11	Installation (Complete Audio System set-up & wiring)	One-Time Purchase	\$ _____	\$ _____
12	Freight	One-Time Purchase	\$ _____	\$ _____
13	Warranty (after manufacturer's warranty expires)	____ Years	\$ _____	\$ _____
14	Total Cost of All items (including Items #1 – 13)		\$ _____	\$ _____

6. STATE OF GEORGIA

CITY OF STOCKBRIDGE

GEORGIA SECURITY AND IMMIGRATION CONTRACTOR AFFIDAVIT AND AGREEMENT

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services on behalf of the City of Stockbridge and has registered with, is authorized to use, and uses, the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. 13-10-91. Furthermore, the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the information required by O.C.G.A. 13-10-91(b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization User Identification Number

Date of Authorization

Name of Contractor

Name of Project

Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.
Executed on _____, __, 2017 in Stockbridge, Georgia.

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE _____ DAY of _____,
2017.

My Commission Expires: _____

NOTARY PUBLIC